

TRAINING EXERCISE

ENVELOPE PRINTING (SETUP & PRINTING —
MP C3003/MP C3503/MP C4503/MP C5503/MP C6003)

STEP 1:

For the purpose of this demonstration, we will be using 4 1/8 x 9 1/2 envelopes loaded in Paper Tray 2.



STEP 2:

Press the User Tools/Counter key.



STEP 3:

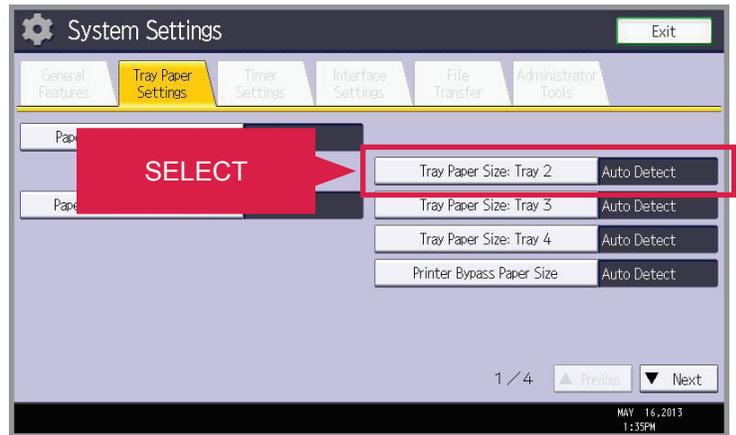
Select Tray Paper Settings.



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STEP 4:

Select Tray Paper Size: Tray 2.



STEP 5:

Select the envelope size, and then press OK.

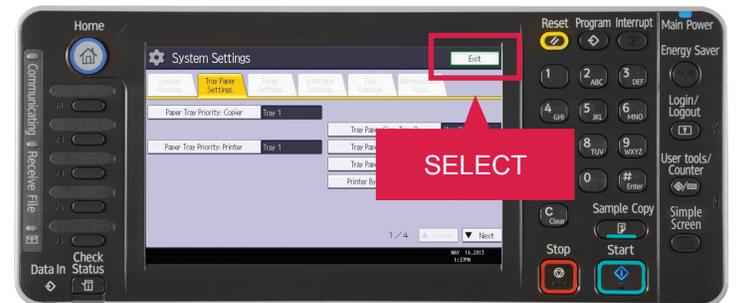
For the purpose of this demonstration, select the 4 1/8 x 9 1/2 landscape envelopes button and Select OK.

Note: Envelopes are only supported from the standard bypass tray and Tray 2 or the optional paper feed units. Envelopes are not supported through the large capacity trays.



STEP 6:

Select Exit two times to exit User tools.



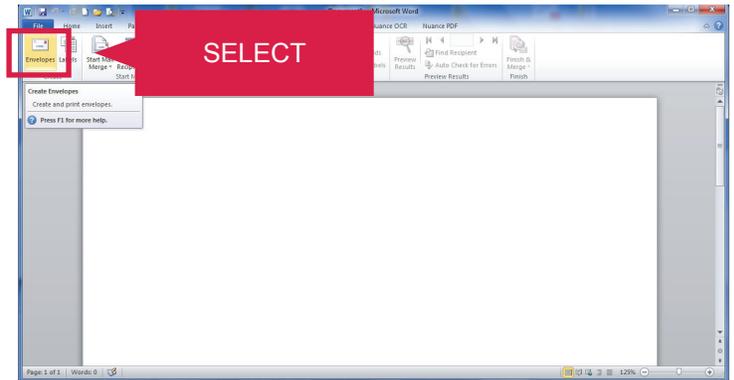
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STEP 7:

You can print envelopes from many different PC applications. For the purpose of this demonstration, we will be printing from Microsoft Word.

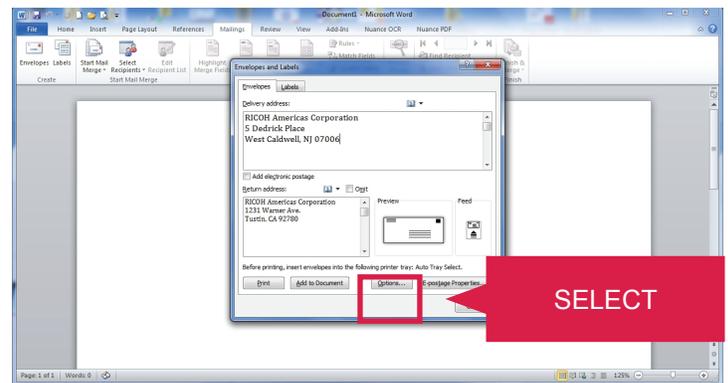
In Microsoft Word, Select Envelopes under Mailings.

Note: The exact location of this feature may vary depending on the version of Microsoft Word and the operation system used.



STEP 8:

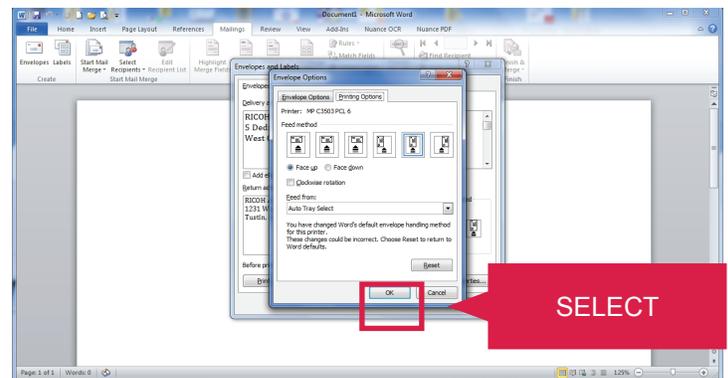
Fill in the delivery and return addresses, and Select Options.



STEP 9:

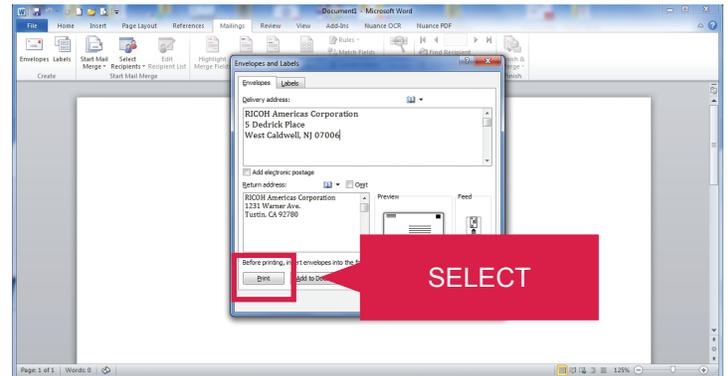
Verify the settings for Feed method and Face up, and Select OK.

Note: The Feed From setting can either be left as Auto Tray Select, or you can specify Tray 2.



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STEP 10:
Select Print.



STEP 11:
JOB TASK COMPLETE.

